

## **Phillips County Deputy Treasurer Job Description**

### **GENERAL STATEMENT OF DUTIES**

This is primarily a clerical position responsible for assisting the Treasurer in administering and maintaining the County's finances. Work is normally carried out with independence, subject only to general instruction and standard operating procedures and general accounting principles.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include but are not limited to:

- Performs responsibilities per statutory guidelines of the elected offices to efficiently and effectively serve the citizens of Phillips County.
- Assists walk-in and telephone customers. Works with taxpayers to resolve problems encountered on the website. Must be able to communicate with the public in a friendly, alert, and polite manner. Assist customers with record searching.
- Performs administrative, clerical, and financial work including processing transactions involving numerous steps including reviewing documents, data entry, indexing, determining regulatory compliance, computing and verifying data/fees. Responsible for daily and weekly cash balances and/or bank reconciliations.
- Processes property tax information and payments, issues certificate of taxes due, issues check refunds, and verifies and receipts departmental deposits.
- Knowledge of departmental operations, rules, laws, regulations, and procedures. Knowledge of office practices and procedures.
- Perform required administrative support for annual tax sale which includes verifying tax and ownership records, registering investors, inputting bids, assisting in mailings.
- Perform data entry, prepare written correspondence, and create and maintain spreadsheets. Ability to operate standard office equipment i.e. computer, typewriter, 10 key, and copy/scanning equipment.
- Maintain records, files, and other materials according to established methods and procedures; review files and retrieve information.
- Assist in developing and maintaining office forms and supply inventory.
- Balancing all end of day transactions and making deposits per office policy.
- Perform related duties as requested.

### **REQUIREMENTS OF WORK**

- Experience with computerized accounting record keeping.
- Knowledge of the department derived through education, training, and experience in order to deal with issues and researchable problems.
- Understanding of the statutory requirements and process of the Office of Treasurer.
- Ability to understand and perform detailed financial transactions with accuracy.
- Proficiency in MSO programs including Word, Excel, Outlook.
- Excellent customer service, interpersonal and organizational skills.
- Ability to remain calm and deal courteously in challenging situations.

- Excellent communication skills – written, verbal and listening.
- Must be self-motivated and proactive in problem-solving.
- Ability to multi-task and be flexible with changing work assignments.
- Ability to perform routine computer functions and learn new applications as necessary.
- Ability to complete work accurately and timely with attention to detail.
- Must be a team player and support a teamwork environment.

**TRAINING AND EXPERIENCE**

High school graduate or equivalent. Additional experience in accounting and bookkeeping is preferred.